

U-405/DI-1B

DI

DI-1

11 JUN 1975

SWS Enlisted Billet

Reference: ADI Desk Memorandum, Subject: as above, dated 6 June 1975
(Enclosure 1)

1. The Strategic Warning Staff (SWS) is authorized two DIA enlisted personnel. Neither have been used for "early morning message sort for SWS analysts" since formation of the SWS. A CIA employee has been performing this function. He is scheduled to retire 1 July 1975 and there are no plans to replace him. He was a desk officer in the NIC. He, unlike the other CIA desk officers, was allowed to remain with the SWS since he had requested retirement on 1 July 1975.

2. One of the SWS enlisted men is used for SWS administrative support of the Strategic Warning Staff and does late afternoon traffic sort. His duty hours are 0900-1800 hours daily. The other enlisted billet is still assigned to the SWS; however, the incumbent does the typing of the Watch Officer Notes in DI-2. She works from 1900-0300/0400 daily. DI-1 was instructed by DI to move the incumbent and billet to DI-2 "after a respectable period of time had passed after formation of the SWS." This billet and incumbent will be moved to DI-1B during the reorganization. The DI informed [redacted] in early March that this billet and the incumbent would be moved to DI-2; at the same time, the DI advised [redacted] that one civilian billet and incumbent would be moved from the SWS to one of the word processing centers when it is established.

1 Enclosure a/s

SIGNED

[redacted]
Chief, Management and Systems
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cc: SWS